

470

# Schools and Libraries Universal Service Description of Services Requested and Certification Form

Estimated Average Burden Hours Per Response: 5.0 hours

This form is designed to help you describe the eligible telecommunications-related services you seek so that this data can be posted on the Fund Administrator website and interested service providers can identify you as a potential customer and compete to serve you.

Please read instructions before completing.

(To be completed by entity that will negotiate with providers.)

## Block 1: Applicant Address and Identifications (School, library, or consortium desiring Universal Service funding.)

Form 470 Application Number: 912020000362068
Applicant's Form Identifier: Technology Business Partnership
Application Status: CERTIFIED
Posting Date: 08/10/2001
Allowable Contract Date: 09/07/2001
Certification Received Date: 08/10/2001

1. Name of Applicant: MEMPHIS CITY SCHOOL DISTRICT			
2. Funding Year: 07/01/2002 - 06/30/2003		3. Your Entity Number 128441	
4. Applicant's Street Address, P.O.Box, or Route Number			
a. Street 2597 AVERY AVE			
City MEMPHIS	State TN	Zip Code 5Digit 38112	Zip Code 4Digit 4818
b. Telephone number (901) 325- 5475		c. Fax number (901) 325- 5700	
d. E-mail Address hazeltonb@memphis-schools.k12.tn.us			
5. Type Of Applicant (Check only one box)			
<input type="radio"/> Library (including library system, library branch, or library consortium applying as a library)			
<input type="radio"/> Individual School (individual public or non-public school)			
<input checked="" type="radio"/> School District (LEA; public or non-public[e.g., diocesan] local district representing multiple schools)			
<input type="radio"/> Consortium (intermediate service agencies, states, state networks, special consortia)			
6a. Contact Person's Name: Bill Hazelton			
6b. Street Address, P.O.Box, or Route Number (if different from Item 4)			

## Attachment 5

2597 AVERY AVE			
City <b>MEMPHIS</b>	State <b>TN</b>	Zip Code 5Digit <b>38112</b>	Zip Code 4Digit <b>4818</b>
6c. Telephone Number (10 digits + ext.) <b>(901) 325- 5475</b>			
6d. Fax Number (10 digits) <b>(901) 325- 5700</b>			
6e. E-mail Address (50 characters max.) <b>hazeltonb@memphis-schools.k12.tn.us</b>			

**Block 2: Summary Description of Needs or Services Requested**

**7 This Form 470 describes (check all that apply):**

- a. ☐ Tariffed services - telecommunications services, purchased at regulated prices, for which the applicant has no signed, written contract. A new Form 470 must be filed for tariffed services for each funding year.
- b. ☐ Month-to-month services for which the applicant has no signed, written contract. A new Form 470 must be filed for these services for each funding year.
- c. ☒ Services for which a new written contract is sought for the funding year in Item 2.
- d. ☐ A multi-year contract signed on or before 7/10/97 but for which no Form 470 has been filed in a previous program year.

**NOTE: Services that are covered by a qualified contract for all or part of the funding year in Item 2 do NOT require filing of Form 470. A qualified contract is a signed, written contract executed pursuant to posting a Form 470 in a previous program year OR a contract signed on/before 7/10/97 and reported on a Form 470 in a previous year as an existing contract.**

**8 ☒ Telecommunications Services**

***Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?***

- a. ☒ **YES**, I have an RFP. Choose one of the following: It is available on the Web at **www.memphis-schools.k12.tn.us**  
or via ☐ the Contact Person in Item 6 or ☐ the contact listed in Item 11.

- b. ☐ **NO**, I do not have an RFP for these services.

**If you answered NO, you must list below the Telecommunications Services you seek. Specify each service or function (e.g., local voice service) and quantity and/or capacity (e.g., 20 existing lines plus 10 new ones). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples of eligible Telecommunications Services, and remember that only common carrier telecommunications companies can provide these services under the universal service support mechanism. Add additional lines if needed.**

**9 ☒ Internet Access**

***Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?***

- a. ☒ **YES**, I have an RFP. Choose one of the following: It is available on the Web at **www.memphis-schools.k12.tn.us**  
or via ☐ the Contact Person in Item 6 or ☐ the contact listed in Item 11.

- b. ☐ **NO**, I do not have an RFP for these services.

**If you answered NO, you must list below the Internet Access Services you seek. Specify each service or function (e.g., monthly Internet service) and quantity and/or capacity**

(e.g., for 500 users). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples of eligible Internet Access Services. Add additional lines if needed.

**10 ☒ Internal Connections**

***Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?***

a ☒ **YES**, I have an RFP. Choose one of the following: It is available on the Web at **[www.memphis-schools.k12.tn.us](http://www.memphis-schools.k12.tn.us)**

or via ☐ the Contact Person in Item 6 or ☐ the contact listed in Item 11.

b ☐ **NO**, I do not have an RFP for these services.

**If you answered NO, you must list below the Internal Connections Services you seek. Specify each **service or function** (e.g., local area network) and quantity and/or capacity (e.g., connecting 10 rooms and 300 computers at 56Kbps or better). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples of eligible Internal Connections Services. Add additional lines if needed.**

**11 (Optional)** Please name the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking. This need not be the contact person listed in Item 6 nor the signer of this form.

Name:

Title:

Telephone number (10 digits + ext.)

() -

Fax number

() -

E-mail Address (50 characters max.)

12. ☐ Check here if there are any restrictions imposed by state or local laws or regulations on how or when providers may contact you or on other bidding procedures. Please describe below any such restrictions or procedures, and/or give Web address where they are posted.

13. (Optional) Purchases in future years: If you have plans to purchase additional services in future years, or expect to seek new contracts for existing services, summarize below (including the likely time-frames).

**Block 3: Technology Assessment**

14. ☐ **Basic telephone service only:** If your application is for basic local and long distance voice telephone service only, check this box and skip to Item 16.

15. Although the following services and facilities are ineligible for support, they are usually necessary to make effective use of the eligible services requested in this application. Unless you indicated in Item 14 that your application is **ONLY** for basic telephone service, you must check at least one box in (a) through (e). You may provide details for purchases being sought.

a. Desktop communications software: Software required ☒ has been purchased; and/or ☒ is being sought.

- b. Electrical systems: ☒ adequate electrical capacity is in place or has already been arranged; and/or ☒ upgrading for additional electrical capacity is being sought.
- c. Computers: a sufficient quantity of computers ☒ has been purchased; and/or ☒ is being sought.
- d. Computer hardware maintenance: adequate arrangements ☒ have been made; and/or ☒ are being sought.
- e. Staff development: ☒ all staff have had an appropriate level of training or additional training has already been scheduled; and/or ☒ training is being sought.
- f. Additional details: Use this space to provide additional details to help providers to identify the services you desire.  
**This is a Request For Qualification to become our Technology Business Partner with whom we will negotiate a multi year master contract for acquisition of technology related services and products.**

#### Block 4: Recipients of Service

#### 16. Eligible Entities That Will Receive Service:

Check the ONE choice that best describes this application and the eligible entities that will receive the services described in this application.

You must select a state if (b) or (c) is selected: TN


a. ☐ Individual school or single-site library: Check here, and enter the billed entity in Item 17.

b. ☐ Statewide application (check all that apply):

- ☐ All public schools/districts in the state:  
☐ All non-public schools in the state:  
☐ All libraries in the state:

If your statewide application includes INELIGIBLE entities, check here. ☐ If checked, complete Item 18.

c. ☒ School district, library system, or consortium application to serve multiple eligible sites:

Number of eligible sites	200
<i>For these eligible sites, please provide the following</i>	
Area Codes (list each unique area code)	Prefixes associated with each area code (first 3 digits of phone number) separate with commas, leave no spaces
901	274, 320, 325, 333, 348, 357, 366, 369, 385, 396, 
If your application includes INELIGIBLE entities, check here. <input type="checkbox"/> If checked, complete Item 18.	

**17. Billed Entities**

Entity Name	Entity Number
MEMPHIS CITY SCHOOL DISTRICT	128441

**18. Ineligible Entities**

Ineligible Participating Entity	Entity Number	Area Code	Prefix
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**Block 5: Certification****19. The applicant includes:(Check one or both)**

- a. ☒ schools under the statutory definitions of elementary and secondary schools found in the Elementary and Secondary Education Act of 1965, 20 U.S.C. Secs. 8801(14) and (25), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million; and/or
- b. ☐ libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any school (including, but not limited to) elementary and secondary schools, colleges and universities.

**20. All of the individual schools, libraries, and library consortia receiving services under this application are covered by:**

- a. ☐ individual technology plans for using the services requested in the application
- b. ☒ higher-level technology plans for using the services requested in the application
- c. ☐ no technology plan needed; application requests basic local and long distance telephone service only.

**21. Status of technology plans (if representing multiple entities with mixed technology plan status, check both a and b):**

- a. ☒ technology plan(s) has/have been approved by a state or other authorized body.
- b. ☐ technology plan(s) will be approved by a state or other authorized body.
- c. ☐ no technology plan needed; application requests basic local and long distance telephone service only. .

22. ☒ I certify that the services the applicant purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value.

23. ☒ I recognize that support under this support mechanism is conditional upon the school(s) or library(ies) I represent securing access to all of the resources, including computers, training, software, maintenance, and electrical connections necessary to use the services purchased effectively.

24. ☒ I certify that I am authorized to submit this request on behalf of the above-named entities, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

25. Signature of authorized person: ☒

26. Date (mm/dd/yyyy): 08/10/2001

27. Printed name of authorized person: Bill Hazelton

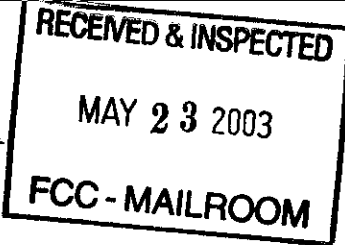
28. Title or position of authorized person: **Business Support Manager**

29. Telephone number of authorized person: **(901) 325 - 5475** ext.

[New Search](#)

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August 10, 2001



BOARD OF EDUCATION of the MEMPHIS CITY SCHOOLS  
**PROCUREMENT SERVICES**

2597 Avery Avenue, Room 126 Memphis, Tennessee 38112-4892 Phone (901) 325-5376

(This bid will not be accepted on fax machine or E-Mail. All bids must be mailed to the above address.)

## REQUEST FOR PROPOSAL

(NOT AN ORDER)

Please submit quotations on the item(s) listed below. The right is reserved to reject any or all bids. If substitutions are offered, give full particulars. There will be a public opening of this bid no later than **10<sup>th</sup> of September at 2:00 P.M. , 2001**

The Memphis City Schools reserves the right to accept or reject any or all bids, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in the best interest of the Memphis City Schools. Successful vendor shall be paid only when delivery is complete. \*Material safety data sheets (MSDA) must accompany all shipments covered under the Tennessee Hazardous Chemical Right To Know Law: Tennessee Public Chapter #417 - House bill #731.

**Memphis City Schools  
Request for Qualifications  
(RFQ)**

Qualification Procedure and Process of Offers for the Selection of a  
Qualified Provider of a Technology Business Partnership

*See attached general conditions. ....*

Please provide one (1) original and nine (9) copies of this proposal for review on the above date.

All vendors submitting proposals will be contacted at a later date for the scheduling of vendor presentations.

Issued by Tammy Bradford/se

We propose to furnish the item(s) listed below at prices quoted and guarantee safe delivery F.O.B. delivered and as specified. These prices are submitted with a declaration that no Memphis City Schools Board of Education Commissioner or employee has a financial or beneficial interest in this transaction.

### INVOICES WILL BE PAID ACCORDING TO TERMS BID

TERMS \_\_\_\_\_

NAME OF FIRM \_\_\_\_\_

TIME REQUIRED FOR DELIVERY \_\_\_\_\_ DAYS.

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

FAX NO. \_\_\_\_\_

PRINT AUTHORIZED REPRESENTATIVE

SIGNATURE OF AUTHORIZED REP. \_\_\_\_\_

☐ CHECK HERE IF YOU ARE A MINORITY VENDOR.

08/10

**Attachment 6**

# MEMPHIS CITY SCHOOLS

## Request for Qualifications (RFQ)

### *Qualification Procedure and Process of Offers for the Selection of a Qualified Provider of a Technology Business Partnership*

Memphis City Schools is requesting proposals from interested firms/consortia for the following project:

*System management services to acquire, integrate, control and maintain existing and future technology assets in a multi-vendor, multi-platform network centric environment.*

The objective in issuing this Request for Qualifications is to provide a competitive means by which to select a Qualified Provider for this *Technology Business Partnership*, with whom to negotiate a final multi-year master contract for a comprehensive program serving the Memphis City School district. The selected firm/consortia will serve as the single point of contact for the provision of all services assigned.

The comprehensive program may include but will not be limited to:

#### **1. Management Services**

- Strategic Planning
- Project Management
  - ✓ Single Point of Contact
  - ✓ Planning, Directing, and Monitoring
- Acquisition Services
  - ✓ Systems Integration
  - ✓ Coordination and Accommodation
  - ✓ Sourcing
  - ✓ Order Placement
  - ✓ Order Management
- Asset Tracking and Control Services
- Flexible Financing/Leasing
  - ✓ E-Rate Compliant Invoicing \*
  - ✓ Invoice Consolidation

#### **2. Provision of District Telecommunication services \*:**

- Asynchronous Transfer Mode (ATM) Wide Area Network (WAN) service
- Local Telephone Service (POTS)
- Centrex Service (Voice over ATM)



- Long Distance Telephone Service
- Digital Data service
- Direct Broadcast Satellite (DBS)
- Fractionalized T-1 service
- Cable TV access
- Satellite Services

### **3. Provision of unbundled Internet Access Service \*:**

- Internet Access
- Content Filtering
- Caching
- IP Addresses
- All communication transports and devices to our central demarc

### **4. Acquisition, Deployment and Maintenance of Technology Hardware/Software \*:**

- Enterprise Server
- Data Equipment
- Network Devices
- Workstations
- Peripherals
- Servers
- Video Conference Equipment
- Televisions and Video Recorders
- Media Retrieval Systems

### **5. Networking Infrastructure Services \*:**

- Network Design
- Network Integration
- Network Management
- On-site LAN/WAN Support
- Cabling Installation
- Electrical Upgrades

### **6. Other Technology Related Services \*:**

- Voice Mail
- Electronic Mail Systems
- Unified Messaging

### **7. Application and Systems Support Services \*:**

- Consulting Services
- Architectures
- Contract Programming
- Training

## **8. Customer Support Services \*:**

- Help Desk
- Desktop Support
- Moves/Adds/Changes (MAC) and Refresh Support
- Training
- Curriculum Support

**\* In compliance with "The Telecommunications Act of 1996- Universal Service Fund Guidelines", where appropriate.**

**All firms interested in pursuing the opportunity to present to Memphis City Schools a program to provide the specified services should respond in writing no later than 2:00 P.M. (CST). September 10, 2001 to:**

**Tammy Bradford, Senior Buyer  
Division of Procurement Services  
2597 Avery Ave., Room 126, Memphis, TN 38112**

**Memphis City Schools**  
*Section I*  
**General Information**

**1. Purpose**

This Document requires that firms demonstrate the experience, stability, and expertise required to provide the services of a managing a Technology Business Partnership for the Memphis City School District.

**2. Technology Business Partnership**

For the purposes of this document, means designing a program, coordinating activities, and managing technology assets as assigned by Memphis City Schools.

**3. Eligible Offerors**

Eligible offerors are any firms that can demonstrate required experience, financial stability, necessary human resources, team diversity, and flexibility of service.

**4. Qualifications Format**

Qualification statements must be submitted in the format prescribed in this document. Each statement will be reviewed to determine if it is complete before evaluation. Statements not containing the information requested will not be considered. Statements will be evaluated according to the materials and substantiating evidence presented in the response.

**5. Inquiries**

Questions shall be submitted in writing to:

Tammy Bradford, Senior Buyer  
Division of Procurement Services  
2597 Avery Avenue, Room 126  
Memphis, TN 38112

## **6. Qualifications Evaluation Criteria**

Evaluation of qualifications will be made per the following criteria:

	<b>Maximum Score</b>
Experience and Background	35 points
Total Capabilities	25 points
Project Implementation	15 points
M/WBE and Local Participation	15 points
Legal Agreement	5 points
On-going Support Program	5 points
<b>TOTAL Maximum Score</b>	<b>100 points</b>

Memphis City Schools  
*Section II*  
The Procurement Process

**1. Submission of Written Qualifications**

Memphis City Schools will review and evaluate the responses to the RFQ in accordance with the qualification evaluation criteria identified herein. Submissions must be received at Memphis City Schools, 2597 Avery Ave., Room 126, Memphis, TN. 38112, Attn.: Tammy Bradford by **September 10, 2001, no later than 2:00 P.M. CST.**

**2. General Requirements of Each Offer**

Provide five (5) copies of your response.

Provide audited financial statements for the last two fiscal years.

**3. Oral Interview**

Memphis City Schools reserves the right to conduct oral interviews with the short list of firms to fully discuss their qualifications for this project and to answer questions posed by Memphis City Schools staff. A final selection will be based upon the evaluation of the written response, oral interviews and a review of available references of the offer. If an oral interview is required, notification will be provided to each finalist a minimum of five (5) days prior to the scheduled interview.

**4. Selection of Technology Business Partnership Firm**

Memphis City Schools will issue a Letter of Intent (LOI) to the most qualified Technology Business Partnership firm as determined by Memphis City Schools, for this project. Memphis City Schools will provide to the recommended firm a list of current hardware. The recommended firm will then have fifteen (15) days to submit a proposed contract of planned services detailing commitments, guarantees, methodology for measuring results, termination procedures, fee structure, and any other legal requirements necessary to execute a contract. If an acceptable contract cannot be reached with the selected offer or within thirty (30) days from the date of the initial selection, then the next highest ranked offer may be contacted.

**5. Site Visits**

Memphis City Schools will arrange walk-through inspection tours of typical buildings and classrooms on one or two dates, if requested, prior to submission of the RFQ. To make arrangements, please contact Ms. Linda Mainord, Director of Information Technology, 325-5631.

# **Memphis City Schools**

## *Section III*

### **Qualifications Format**

All proposals must contain statements of descriptions of each of the following areas. Begin each section and subsection on a separate page. Number the pages in each section consecutively. Each page shall have the name of the respondent indicated clearly at the upper right corner of each page. Do Not submit any confidential information. M.C.S. is a public organization and any documents submitted herein are considered public information.

#### **1. Table of Contents**

This section should indicate the section and page number of the information included.

#### **2. Executive Summary**

Statements shall include a concise abstract of not more than two (2) pages stating the respondent's overview of the project.

#### **3. Experiences and Background**

##### *A- Offeror's Profile and Financial Stability*

Provide general information on the responding firm and team members, including: name, business address, local telephone number, officers of the firm, and contact person for this project. Each firm should provide their bonding capacity and bonding rate. Specify the legal business classification, state of incorporation, provide the last two years of audited annual reports, and summarize the financial strength and longevity of the responding firm.

##### *B. Offeror's Experience*

Provide references of similar projects with recommendations from Owners listed. Include start date and term of contract, services provided, benefits to the Owner, Owner's name and address and telephone number and contact person. Of particular importance, is K-12 school references within the Southeastern United States. For similar school projects, provide a detailed scope of work and cost of project.

*C. Offeror's Guarantee Experience*

Document the current quantity of similar contracts and total dollar amount currently engaged. Provide supporting data to substantiate that the firm has the resources to guarantee the completion of this project or contract.

*D. Offeror's Diversity Initiatives*

Provide a detailed overview of the firm's commitment to diversity in the work force; include statistics of the local branch and a copy of the firm's Affirmative Action Plan.

*E Offer's Commitment to Educational and to Community Service*

Provide documentation of the firm's track record that demonstrates its commitment to Education. Include a detailed list of community service projects either active or completed by each firm. Of particular interest are projects within the Metropolitan Memphis Area.

**4. Total Capabilities**

Provide a detailed description of the firm's total capabilities; include but do not limit descriptions to the following areas:

Existing projects and proximity, to Memphis City Schools Turn-key management solutions including schools, manufacturing, businesses and other institutions.  
Systems installed to plan, facilitate and oversee projects Customer training programs  
Other specialized capabilities.

**5. Program/Project Implementation**

Provide an overview of your proposed Program/Project Team, including preliminary staffing plan and time line. Include a list of qualifications, certifications, licenses, etc. held by direct employees of your team that will facilitate the implementation of this program.

## **6. MWBE Participation (Minority/Women Business Enterprise Participation)**

The Memphis City Schools Board of Commissioners has established a process to ensure utilization of a diverse pool of certified suppliers and contractors. All staff, contractors and suppliers must comply with the provisions of this plan by employing *proactive* measures designed to ensure consideration of minority and women suppliers for competitive of opportunity.

Provide a detailed plan of M/WBE participation including documentation which demonstrates your firm's track record and accomplishments in this area, including joint ventures, mentoring, or other arrangements. Provide a list of all resources that your firm uses in their efforts to employ local firms in their projects.

Qualified providers, who include utilization of qualified Minority and Women owned sub-contractors, shall have provided added value to their submission in support of the Memphis City Schools – Minority Purchasing Plan.

The Contract Management Office reserves the right to conduct a random audit to ensure compliance with the goals and provisions of minority purchasing within each contract. All Memphis City Schools contracts are subject to audit.

Eligible offers will be required to submit the following forms:

**A Minority/Women Business Enterprise Assurance Statement, A Promise of Non-Discrimination Statement and a Letter Of Intent to Perform As A Minority/Women Business Enterprise Subcontractor/Joint Venture** during the contract negotiations stage. Information regarding these forms can be found in the attached MWBE Requirements of Bidders.

## **7. Legal Approach**

Include a sample contract and all other documents that would become a part of the contract.

## **8. On-going Support Program**

Describe details of the On-going Support Program recommended for MCS throughout the term of the contract that will assist in meeting the goals and objectives set forth in the Technology Business Partnership contract.

## **9. Fee Structure (This will be part of the final contracts)**

**NOTE: Brevity and conciseness of information, so that it applies directly toward this assignment, is encouraged.**



**THE MEMPHIS CITY SCHOOLS RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS, OR ANY PART THEREOF, AND TO WAIVE ANY INFORMALITIES AND/OR TECHNICALITIES THAT ARE DEEMED TO BE IN THE BEST INTEREST OF THE MEMPHIS CITY SCHOOLS.**

**THIS PROPOSAL IS SUBMITTED WITH A DECLARATION THAT NO MEMPHIS CITY SCHOOL BOARD OF EDUCATION COMMISSIONER OR EMPLOYEE HAS A FINANCIAL OR BENEFICIAL INTEREST IN THIS TRANSACTION.**

**Name of Firm**

**Address**

**Type or Print Name of Authorized Representative**